



**United States Department of Agriculture
Rural Development
Vermont/New Hampshire**

**WATER AND WASTE DISPOSAL PROGRAM
APPLICANT'S NARRATIVE**

NOTE: If information requested is included in the preliminary engineering report, only a reference to the applicable section of that report is required.

Tax Identification Number _____
DUNS Number _____
SAM (System for Award Management) CAGE Number _____
SAM Expiration Date _____

Engineering Services: Please describe the process utilized for selecting your professional engineer. Was there any public notice or announcement involved? If you have not yet selected an engineer, please contact the Area Office to insure your selection process meets Rural Development guidelines.

Existing System: Briefly describe the existing system or how the proposed service is currently provided. Please provide the Public Water System (PWS) or National Pollutant Discharge Elimination System (NPDES) number associated with your system.

Proposed Project: Identify the specific components of the proposed project. You may refer to alternatives in the preliminary engineering report.

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Need for the Project: Indicate why the proposed facility or facility improvements are needed. Identify any outstanding administrative orders or existing facility non-compliance issues. If the project will provide an expansion of service, please explain the need for this and the number of equivalent users to be added.

Service Area: Describe the geographic area served or to be served by the water and waste disposal system. The number and type of actual and equivalent users should be provided on the "Calculation of Equivalent Dwelling Unit (EDU) worksheet provided with the application forms.

Capacity: Describe the technical (is system and components properly sized/is it in compliance/reliable), managerial (aware of state and federal regulations, programs, rules/clear ownership of the system/prepared for emergencies) and financial (rates and charges adequate/appropriate financial books and records of auditing/adequate cash flow/recognize service life of system components) capacity of the system

Proposed Project Costs and Funding Sources.

Development and Construction	\$ _____
Land and Rights	\$ _____
Legal	\$ _____
Engineering Services	\$ _____
Interim Financing Interest	\$ _____
Equipment	\$ _____
Contingency	\$ _____
Other	\$ _____

Total Cost	\$ _____
Amount Request from Rural Development	\$ _____
Other Funding Sources:	
_____	\$ _____
_____	\$ _____
_____	\$ _____

Bond Authorization: (Public Body applicants only) If bond authorization has been obtained for the proposed project, please attach a copy of the warning and results of the bond vote. If authorization has not yet been obtained, please describe the planned timeframe for pursuing.

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Availability of Other Funding: As Rural Development funding is provided at subsidized rates and terms, applicants must certify that other financing is not available at affordable rates and terms. Please complete RD Form 1780-22 Water and Waste Eligibility Certification.

Existing Debt: Please provide the following for all outstanding debt on the existing system:

Original Loan Amount	\$ _____
Outstanding Balance	\$ _____
Annual Payment	\$ _____
Interest Rate	_____
Final Due Date	_____
Lender	_____

Existing and Proposed Rate Structure: For an existing system, attach or describe your rate structure. Discuss if you plan to continue using the same type of structure or will change once the project is complete. For a new system, describe your proposed rate structure. **Remember,** meters are required on Rural Development funded projects.

Applicant Representatives: Attach a **list** showing the names, addresses, telephone numbers and terms of office for each member of the governing body, local and bond counsels and consulting engineer for the proposed project.

Do any members of the governing body have any immediate family members, known relatives or close associates who are USDA/Rural Development employees? If so, please list.

Federal Debt Collection Act of 1990: Are there any outstanding judgements against your organization obtained by the U.S. Government and recorded in a Federal Court (other than tax court)? _____ Yes _____ No

Accessibility: Please describe how services are provided to individuals with disabilities. Things to consider are: Do meeting places meet accessibility standards? If not, are alternate meeting sites available? Is a TDD or relay available for telephone calls? If necessary are translators available?

The above information was completed by:

Signature: _____

Name: _____

Title: _____

Date: _____